Targeted Runoff Management Grant Application Instructions for Small-Scale Agricultural Projects

DNR Photo

Applications must be postmarked by

April 15

(April 16, if April 15 falls on a Sunday)
For consideration for award in the following calendar year

WISCONSIN
DEPT. OF NATURAL RESOURCES

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Targeted Runoff Management Grant
Small-Scale Agricultural Grant Application Instructions

General Information

The Targeted Runoff Management Grant Program is a reimbursement grant program. Once DNR issues a grant agreement, the grantee (governmental unit) may enter into cost-share agreement(s) with landowner(s). The landowner completes the project and pays 100% of the project costs*. The landowner then requests reimbursement from the governmental unit, which pays landowners at the cost-share rate in the grant agreement. After the governmental unit grantee has paid the landowner(s), the governmental unit requests reimbursement from DNR. DNR reimburses the governmental unit.

* One acceptable deviation from this sequence would be the grantee paying the cost-share rate of eligible costs directly to vendor(s) so that landowner(s) would only have to pay the local share of the total costs.

Use the current version of Form 8700-300 to apply for ***Small-Scale Agricultural Total Maximum Daily Load (TMDL) projects or Small-Scale Agricultural Non-TMDL*** projects. The application form and instructions are posted on the DNR web site http://dnr.wi.gov/Aid/TargetedRunoff.html in January of each calendar year. Completed applications are due to DNR postmarked no later than April 15 of the same calendar year, unless April 15 falls on a Sunday, in which case the postmark deadline is April 16.

Project applications will be reviewed and grants awarded through a competitive process. DNR staff will assign the project application to the most appropriate category. The *Targeted Runoff Management Scoring System Flow Chart* (Figure 1) is included to help orient applicants to the evaluation process that will be used in scoring applications. Small-Scale TMDL projects do not compete directly with Small-Scale Non-TMDL projects. Applicants will be notified of their project application status in the fall of the calendar year of application. The two-year grant period typically will start January of the following year. Delayed budget decisions may delay grant awards.

Small-scale project funding has certain limitations and opportunities that you should consider. These include:

- ✓ ***Small-Scale TMDL Projects:*** TMDL projects contribute to the removal of surface waters from the state's impaired waters list in a way that is consistent with TMDL reports and TMDL implementation plans. More details about TMDLs are provided in the "Project Information" section of the instructions.

- ✓ ***Small-Scale Non-TMDL Projects:*** Non-TMDL projects either improve degraded surface and ground waters or protect threatened surface and ground waters from degradation. These projects achieve their goals by implementing the state performance standards and prohibitions.

- ✓ Projects should be completed in 2 years with a possible extension to a third year if warranted.

- ✓ Federal and state funding sources are used for these projects. All projects are eligible to access the state funds. TMDL projects are eligible to access the federal funds. Some Non-TMDL projects can also access these federal funds. This includes projects that:

    - Are located upstream in the same 12-digit hydrologic unit as a water listed on the most current Section 303(d) Impaired Waters List,
    - Control the same pollutants for which the impaired water is listed, ***and***
    - Are in an area covered by a qualifying plan.

- ✓ Grantees with projects funded with federal monies must request final reimbursement no later than September 20 in the second year of the grant period.

- ✓ The maximum amount of funding that a grantee may receive in multiple grant awards in any one year may not exceed 20% of the available grant funds for a particular project category.

- ✓ Funds from the Department of Agriculture, Trade and Consumer Protection (DATCP) may ***not*** be used to fulfill the local-share requirement.

- ✓ Small-scale projects must involve construction or implementation of best management practices (BMPs) to control nonpoint source pollution. This funding can also be used for engineering services such as design and construction inspection.

- ✓ BMPs eligible for Cost Sharing under the TRM Grant Program are identified in the application in Part I.J, Best Management Practices (BMPs) for which DNR TRM funding is requested. The state Cost-Share rate covers up to 70% (90% for economic hardship) of total eligible project costs. The total State Share of the project costs cannot exceed $150,000.

- ✓ An applicant may submit more than one small-scale project application. However, if more than one project is proposed on lands which are contiguous ***and*** under common ownership, the projects will be taken as a group when considering the monetary cap. Features such as water bodies or roads which separate any part of a parcel from any other part do not render the parcel of land non-contiguous. Only ranked projects with a collective requested amount that is within the funding cap will be considered for initial selection.

- ✓ Applicants are required to submit completed Governmental Responsibility Resolutions, citing which Responsible Governmental Representative(s) is responsible for submitting the application and subsequent required forms (See **Attachment I**), as well as assuring that the local unit of government has budgeted (or will) a sum to complete the project. The signature on the application must be consistent with the Governmental Responsibility Resolution.

- ✓ The applicant must apply separately for any DNR permits (*e. g*., Chapter 30 or 31). DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as chs. 30 or 31, Wis. Stats. Permit(s).

- ✓ Grantees will be required to submit a Final Report (DNR Form 3400-189) summarizing the results of the project. Further details will be provided in the grant agreement. Before and after photos will be required.

- ✓ Call your DNR Regional Nonpoint Source (NPS) Coordinator early. The Coordinators may be able to provide assistance in planning your project. Go to http://dnr.wi.gov/topic/nonpoint/NPScontacts.html for contact information.

- ✓ To be considered for funding, adhere to the requirements set forth in the "Application Submittals" section above. Completed applications must be postmarked by midnight **April 15** of the application calendar year unless April 15 falls on a Sunday, in which case the postmark deadline is April 16**.**

General Instructions: Provide all applicable information required by this application. Under the authority granted by Wisconsin Administrative Code, DNR may deny consideration of submittals that are incomplete. This includes applications missing required information and projects that may be significantly delayed by DNR review to determine compliance of the project with other state laws, such as Chapter 30, Wis. Stats. *Unless otherwise noted, all citations refer to Wisconsin Administrative Code.*

Completing the Form: Save the form onto your hard drive. ("Save as" your chosen file name.) Fill the form in electronically. Use the TAB key to exit a field so that it will automatically update. Otherwise, "Enter" to update a field and click in the next fillable field.

Contents of the Application

Part I. Project Information: The information you provide in this part of the application is used by the DNR to determine if the project meets basic eligibility criteria for funding under NR 153. Consult the District Nonpoint Source Coordinator for assistance in completing information for this step, if needed. If the project passes this step, it will be reviewed and scored as outlined in the following sections.

Part II. Competitive Elements: The answers in this section of the application are used to develop the initial project score. Scoring is summarized in Figure 1.

Part III. Eligibility for Multipliers: Providing answers to this question is optional. An applicant can increase the final score of the project if there is a local enforcement program within the designated project area. Claiming the multiplier establishes that existing local ordinances will be enforced as needed to assure that compliance with standards and prohibitions is achieved.

Applicant Certification: The grant application form must include the signature of the Responsible Government Official that has signatory authority (one who is authorized to sign contracts on behalf of the governmental unit) for the governmental unit which is sponsoring the project.

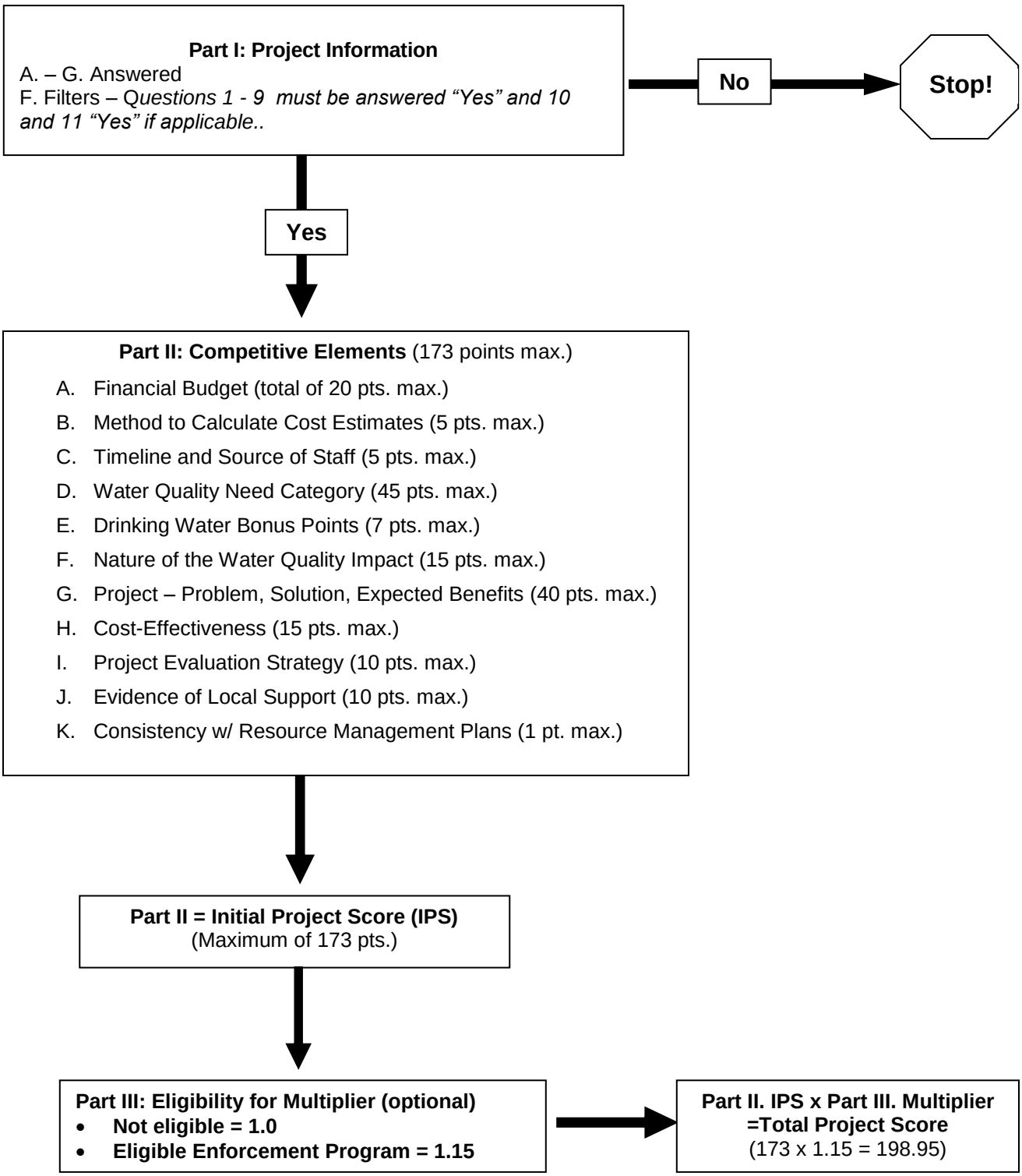
Application submittals must conform to the following:

- All submittals must be postmarked by April 15 of the calendar year in which the application was posted;
- Follow the submittal directions located at the end of the application form.
- Applicants must provide the following for each application submitted:
  - ✓ One copy of the completed application form (DNR Form 8700-300, the current version posted in January of each calendar year) with ***original signature in blue ink*** and all attachments;
  - ✓ Three additional copies of the completed, signed application form and all attachments;
  - ✓ One electronic copy of the completed application form and all attachments on CD;
- All pages in the application, ***including maps,*** must be 8.5 x 11 inches in size;
- **All application pages containing text must be printed double-sided; maps and photos must be printed single-sided;**
- Each page must be **numbered** and contain an identifying project name that matches the name listed in the required "Project Name" field on the first page of the application;
- If you attach narrative responses on a separate sheet(s), each page must be numbered, include the project name, be labeled with the respective question description and number, and the question's page number.

✓ Send applications to: Department of Natural Resources
Attn: Runoff Management Grant Coordinator - WT/3
101 South Webster Street
Madison, WI 53703

or P.O. Box 7921
Madison, WI 53707-7921

Figure 1: Targeted Runoff Management Scoring System Flow Chart



Instructions for Completing From 8700-300

Contact the local DNR Nonpoint Source Coordinator (find at: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html) to discuss the proposed project. This is required for application eligibility.

Save the form onto your hard drive. ("Save as" your chosen file name.) Fill the form in electronically. Use the TAB key to exit a field so that it will automatically update and move to the next field or link. Otherwise, "Enter" to update a field and click in the next fillable field.

Applicant Information

The grant start year is the calendar year following this application year.

The project name should be a unique identifier of this particular project.

The applicant must be a governmental unit. "Governmental unit" means any unit of government including, but not limited to, a county, city, village, town, tribe, metropolitan sewerage district created under ss. 200.01 to 200.15 or 200.21 to 200.65, Wis. Stats., town sanitary district, public inland lake protection and rehabilitation district, regional planning commission or drainage district operating under ch. 89, Wis. Stats., or ch. 88, Wis. Stats. Governmental units also include school districts.

The Governmental Unit's Official - Authorized Signatory is the Government Official that is authorized to sign the grant application on behalf of the governmental unit. It must be consistent with the Governmental Responsibility Resolution form submitted to the DNR (See **Attachment G**). The Grant Contact Person is the Government Official most directly involved in the implementation of this project. A consultant cannot be the Authorized Signatory or the Grant Contact Person. If the Grant Contact Person is the same as the applying Governmental Unit's Authorized Signatory, write in "same."

Part I. Project Information

A. Project Category: Total Maximum Daily Load (TMDL) or Non-TMDL..

TMDL
Check the TMDL box if the proposed project addresses significant nonpoint pollution from location(s) covered by an EPA-approved TMDL. Provide the title of the TMDL report this project implements, the significant pollution sources the project will control and specifically cite where (page number(s)) in the TMDL report it discusses the waterbody and its water quality issue or impairment. A list of Wisconsin's approved TMDL(s) is available on the DNR's website at: http://dnr.wi.gov/topic/impairedwaters/approved_tmdls.html .

Section 303(d) of the federal Clean Water Act requires states to conduct water quality improvement analyses, called "Total Maximum Daily Loads" or TMDLs, for impaired water bodies that are not meeting water quality standards. The goal of a TMDL is to set limits on pollutant levels to correct water quality impairments and achieve designated uses of water bodies through attainment of water quality standards. The U.S. Environmental Protection Agency (EPA) must approve each TMDL. The State is charged with ensuring the necessary actions are taken so that the loading of the pollutant of concern does not exceed the TMDL and associated load allocations. To ensure the reduction goals in the TMDLs are attained, BMPs must be implemented and maintained.

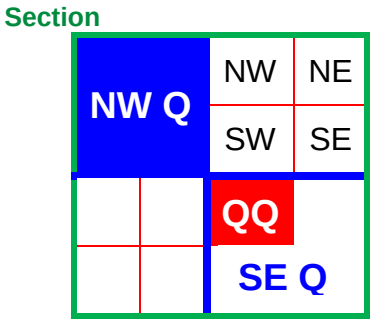
Non-TMDL
Check the Non-TMDL box if the proposed project is designed to achieve attainment of agricultural performance standards and prohibitions established in Subchapter II, NR 151.

B. Location of Project

Use the Surface Water Data Viewer (SWDV) found at: http://dnrmaps.wi.gov/sl/?Viewer=SWDV as needed, to assist you in completing the project location information. Also see **Attachment A** for assistance in using the Surface Water Data Viewer.

Provide the County name, State Senate District number and State Assembly District number. Enter the minor civil division name(s) (example: Holland, Town of) where the project area is located. List the Public Land Survey System (PLSS) township(s), range(s) (including whether it is east or west), section(s), quarter(s), quarter/quarter(s), latitude (4-7 decimal places), and longitude (negative West of the Prime Meridian (in Greenwich, England) 4-7 decimals places) that comprise the project area. If all quarter-quarters for a quarter or all quarters of a section are included in the project area, leave the smaller units blank.

QQ, Q, Section, R (E or W), and Township all correct? Are the Lat and Long correct? Often, the QQ and Q are reversed on applications; it helps to read the entries backwards. For example, the red box below - [NW quarter of SE quarter] is the **NW QQ and SE Q**. The order of entries on the application is focusing from large to smaller size project area. A project may cover more area, such as a full quarter, full section or Township, so data entry is set up from large to small. Data entry sequence is Township ## N, Range ## E or W, **Section** ##, **Quarter followed by the Quarter-Quarter.**



C. Watershed and Waterbody

A watershed is the geographic area draining to a specific portion of a surface or groundwater resource. It is the area of land where all of the water that is under it or drains off of it goes into the same place. The watershed for a “major river” may encompass a number of smaller watersheds that ultimately combine at a common point. The state has been divided into 334 watersheds.

The primary waterbody is the one for which credit is taken in competitive question H. (Water Quality Needs) of this application. In some cases, the primary water body is also the nearest water body. In others, the primary water body is another downstream water body, such as a river on the section 303(d) List of Impaired Waters, which will benefit from the proposed project. **The project must be within the same HUC 12 watershed as the primary waterbody.** The nearest waterbody is the stream, river, or lake, including intermittent streams (dashed blue lines on SWDV) in closest proximity to the proposed project.

Watersheds in the United States were delineated by the U.S. Geological Survey using a national standard hierarchical system known as “hydrologic units.” A hydrologic unit pertains to a surface water drainage area of a particular scale. Each hydrologic unit is identified by a unique hydrologic unit code (HUC). Provide the 12-digit HUC, which represents subwatersheds.

If the watershed, watershed code, water body, and 12-digit HUC are unknown, retrieve this information from the SWDV at: http://dnrmaps.wi.gov/sl/?Viewer=SWDV..

D. Endangered and Threatened Resources, Historic Properties and Wetlands

Check the boxes if you already know that these conditions are present. The DNR will evaluate applications selected for funding to determine compliance with the related state laws.

See **Attachment A** and http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland for assistance in determining if wetlands may be present in the project area. Use both the Wisconsin Wetland Inventory and Wetland Indicators layers. If wetlands are potentially present in the project area, the project must be reviewed by a DNR Water Management Specialist, as a wetland permit may be needed.

E. Maps and Photographs

Using a topographic map and aerial photo obtained from DNR's Surface Water Data Viewer, http://dnrmaps.wi.gov/sl/?Viewer=SWDV (8.5" X 11" copy), show the project boundaries and the perimeter of the project drainage area and the hydrologic unit. Include a North arrow on the map. Also, show major roads, including road names, in the project area. Be sure to label the map with the project name. Failure to submit a map may result in removal of the application from further consideration. See **Attachment A** for more information about DNR's map viewer.

Submittal of an aerial photo and on-site photos is encouraged because it may enhance the reviewer's understanding of the project and its location. Aerial photos are available through DNR's Surface Water Data Viewer.

F. Filters

These filters and the water quality need in Part II H. determine if the proposed project is eligible for a Small-Scale Agricultural TRM grant. The applicant must be able to answer "Yes" to questions 1 through 9 and "Yes" to questions 10 and 11, if applicable, to be eligible for a grant.

Filter 1 requires that the proposed project will control agricultural runoff.

Filters 2 and 3. To be eligible for BMP cost-sharing, a facility or operation must have **been in existence** on the effective date of the Performance Standard or Prohibition (PSorP) **and** the facility/operation **was out of compliance** with the PSorP on the effective PSorP date and **has been out of compliance with the PSorP since** the effective PSorP date.

A livestock operation that is in existence and in compliance with a livestock performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition and that undergoes an expansion that results in noncompliance with the livestock performance standard or prohibition is not eligible for cost-sharing.

Best management practices for livestock facilities classified as "new" are ineligible for cost-sharing.

Multiple situations fall under the definition of **"new"** (and therefore, **not eligible**). The following situations are classified as **"new"**.

- An operation or facility that was established or installed after the effective PSorP date, including the placement of livestock structures on a site that did not previously have structures or the placement of animals on lands that did not have animals as of effective PSorP date, unless the placement of animals is part of a rotational grazing operation.

- On a livestock operation that is in existence as of the effective date of the livestock performance standard or prohibition that establishes or constructs or substantially alters a facility after the effective date of the livestock performance standard or prohibition**, the facilities constructed, established or substantially altered after the effective date of the livestock performance standard or prohibition are considered new**.

  "Substantially altered" means a change initiated by an owner or operator that results in a relocation of a structure or facility or significant changes to the size, depth or configuration of a structure or facility including:
  (a) replacement of a liner in a manure storage structure; (b) an increase in the volumetric capacity or area of a structure or facility by greater than 20%; or (c) a change in a structure or facility related to a change in livestock management from one species of livestock to another such as cattle to poultry.

  (However, if the department or a municipality directs an owner or operator of an existing livestock facility to construct a facility as a corrective measure to comply with a performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition, or directs the owner or operator to reconstruct the existing facility as a corrective measure on or after the effective date of the livestock performance standard or prohibition, the constructed facilities are not considered new for purposes of installing or implementing the corrective measure.)

- A livestock facility that is in existence and in compliance with a livestock performance standard or prohibition on or after the effective date of the livestock performance standard or prohibition and that undergoes a change in the livestock facility that results in noncompliance with the livestock performance standard or prohibition.

  (This includes manure storage facilities that fail to meet the requirements of s. NR 151.05 (3) Manure System Closure, and were either: constructed on or after October 1, 2002; or were constructed prior to October 1, 2002, and subject through October 1, 2002, to the operation and maintenance provisions of a cost share agreement.)

Note: *The department or a municipality may use conservation plans, cost share agreements, deed restrictions, personal observations, landowner records, current and historical aerial photos,* ***or other information*** *to determine whether a change has occurred.*

Filter 5. The county, in which the project resides, must have a strategy in an approved LWRMP, an updated LWRMP work plan, or an Inter-Governmental Agreement with the DNR to implement agricultural performance standards and prohibitions contained in ch. NR 151. To answer "Yes," the strategy must include ***all*** of the following key activities. In the application, list the document, date and page number where the activity is addressed.
Complete parts a. and b. of Filter 5.

NR 151 Implementation Activity	
a.	Inform and educate landowners/operators required to comply with performance standards and prohibitions.
b.	Conduct compliance status inventories based on records reviews and on-site visits.
c.	Document inventory results and maintain compliance status records.
d.	Report inventory results and continuing compliance requirements to landowners/operators.
e.	Identify best management practices to achieve compliance.
f.	Apply for grants from the Department of Natural Resources or work to secure grants from other state, federal, or local sources to provide cost sharing to landowners/operators to achieve compliance with performance standards and prohibitions.
g.	Develop cost-share agreements and provide for technical assistance to landowners/operators to achieve compliance with performance standards and prohibitions.
h.	Assist the Department of Natural Resources as its request in drafting NR 151 notices to landowners/operators.
i.	Fulfill annual program reporting requirements.

Filters 6, 7, and 8 are self-explanatory.

Filter 9 requires the applicant to contact the local DNR NPS Coordinator prior to submitting the application. See: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html for NPS Coordinators by DNR Region. Please include information about what was discussed along with identifying the means of contact (i.e., e-mail, telephone call, etc). Permit issues and other potential obstacles to approval or eligibility of the proposed project should be discussed at this time. The NPS Coordinator will help you determine if the proposed project is viable and eligible.

Filter 10 is self-explanatory.

Filter 11. See the noted attachment for further information regarding requirements for a joint application.

G. Best Management Practices (BMPs) for Which DNR Funding is Requested and the Agricultural Performance Standards & Prohibitions to be Addressed in the Project Area

Check all of the BMPs for which DNR funding is requested. If a specific BMP is not listed, check the "Other" box and enter the BMP name in the space provided. Before checking "Other," determine that the specific project components

are consistent with the cost-share eligibility provisions in **Attachment D**.

Targeted Runoff Management funds are available only to noncompliant croplands and livestock facilities that were in **existence prior to the effective date of the applicable performance standard or prohibition**; and only to livestock operations that are not undergoing and have not undergone significant expansion since the effective date of the applicable performance standard or prohibition.

Using the numeric codes for the performance standards and prohibitions in the left column of the table below, enter the codes for the performance standard or prohibition that the BMP(s) will address into the table in the application at Part I.G.

Code#	Agricultural Performance Standards & Prohibitions	Effective Date
1	Sheet, rill, and wind erosion. (NR 151.02)	10-1-02
2	Tillage setback. (NR 151.03)	1-1-11
3	Phosphorus index. (NR 151.04)	1-1-11
4	Manure storage facilities-new/significant alterations. (NR 151.05(2)	10-1-02
5	Manure storage facilities-closure. (NR 151.05(3)	10-1-02
6	Manure storage facilities-existing failing/leaking. (NR 151.05(4)	10-1-02
7	Process wastewater handling. (NR 151.055)	1-1-11
8	Clean water diversions. (NR 151.06)	10-1-02
9	Nutrient management. (NR 151.07) *	1-1-05, 1-1-08, or 10-1-03 *
10	Prohibition: Prevention of overflow from manure storage facilities. (NR 151.08(2)	10-1-02
11	Prohibition: Prevention of unconfined manure piles in water quality management areas (within 300 feet of a stream, 1000 feet. of a lake, or areas where the groundwater is susceptible to contamination). (NR 151.08(3)	10-1-02
12	Prohibition: Prevention of direct runoff from a feedlot or stored manure into waters of the state. (NR 151.08(4)	10-1-02
13	Prohibition: Prevention of unlimited livestock access to waters of the state where high concentrations of animals prevent the maintenance of adequate sod cover or self-sustaining vegetation. (NR 151.08(5)	10-1-02

Note: **At this time, TRM funding for non-TMDL projects is not available for cropping practices to address certain agricultural performance standards. TRM for non-TMDL projects cannot be used for 2, 3, or 9.**

***** Cost-sharing is not available for this standard under non-TMDL projects; however, all crop producers and livestock producers that apply manure or other nutrients directly or through contract to agricultural fields shall be in compliance with a nutrient management plan with the following effective dates:

- 1-1-05 for existing croplands within watersheds containing ORW/ERW, impaired waters, or source water protection areas (defined in s. NR 243.03(61)).
- 1-1-08 for all other existing croplands.
- 10-1-2003 for all new croplands.

Part II. Competitive Elements

The questions in this section will be scored to help determine the need and quality of the project compared to other projects.

A. Financial Budget Table (Data for example only) 20 points total

Provide a detailed budget for every BMP checked in Part I.G. An application presenting a more detailed budget demonstrates that the planning of the project by the governmental unit is more advanced compared to a general "guesstimate." If a project's budgetary projections are more solid, and it is virtually ready to bid, then the project is more likely to be successfully completed within the grant period.

The Cost-Share Worksheet automatically computes the applicable cost-sharing amounts based upon the TRM grant program's cost-share rates and funding caps.

Force Account work may be requested for the use of the governmental unit's own employees or equipment for project planning, design, construction, construction related activities, inspection, repair, or improvement to a best management practice. Governmental unit employees must have the competence required to accomplish the work and the work must be accomplished more economically by the use of the force account method. Submit the force account proposal in the application. Approval for force account will be included in the Grant Agreement as a line item in the budget section.

At reimbursement, submit actual costs for force account work. The reimbursement will be calculated at the 70% cost-share rate (or other applicable cost-share rate). Reimbursement is capped at 5% of the structural BMP reimbursement.

Cost-Share Rates and Funding Caps

The maximum state Cost-Share rate for construction of agricultural BMPs is 70% of eligible costs. If a landowner qualifies for "hardship" status, that cost-share rate may be increased to between 70% and 90%. Easements and fee title acquisitions are cost-shared up to 70%.

Do not use this percentage to ask for less than the allowable state share. If you want to ask for less than the allowable state share in order to get extra points in Question 7, do this on line 7 below. The results of this entry is also used to determine the scoring for "question A.2. Use of Additional Funding."

If a BMP construction project is selected for funding, reasonable engineering services are eligible for cost sharing. Engineering services include design and construction management and inspection services. Refer to **Attachment D** for additional information regarding cost-share eligibility for engineering services. Additional conditions described in the attachment govern reimbursement for engineering services provided by municipal staff (force account work).

The total state share of the project, including design, construction, construction services, easements and land acquisition cannot exceed $150,000. Design costs can be incurred prior to submittal of the application, or receipt of the grant, but will only be reimbursed when submitting reimbursement requests for the construction of the project. DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as chs. 30 or 31, Wis. Stats. permits.

NOTE: Cost-sharing funds from the Department of Agriculture, Trade and Consumer Protection will be considered part of the state cost-sharing rate and not part of the local share. Applicants are encouraged to leverage other sources of funding for the local share.

Economic Hardship

Some projects may be eligible for economic hardship. The maximum cost-share rate for economic hardship is 90%. If you (or landowners involved in the project) intend to claim economic hardship, identify your intent in this application by using a higher cost-share rate (greater than 70%) in the Cost-Share Worksheet.

Retroactive Funding for Design Costs

Designs for which costs were incurred prior to submission of the grant application must conform to the requirements of ch. NR 154 to be considered for reimbursement.

NOTE: DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as chs. 30 or 31, Wis. Stats. permits. Applicants must apply separately for any DNR permits

Funding Land Acquisition or Easements

Land acquisition and easements are eligible for TRM funding when in support of a BMP construction project and can be reimbursed retroactively or during the grant period, in accordance with **Attachment B**. The request for this funding must be included in the project application. If you are requesting funds for property acquisition (fee title or easement), you must submit a property acquisition proposal, as identified in **Attachment B**, with your TRM grant application materials.

A.1. Detailed Financial Budget Table **0 – 10 points total**

For **"Construction Components"** provide the detailed BMP construction components every BMP for which DNR funding is requested in Part I. G. Presenting more detailed components and subcomponents with applicable size and/or other appropriate descriptive information and the associated costs of each in the budget demonstrates that the planning of the project by the governmental unit is more advanced. Enter the eligible cost of each BMP component in Column B. If available at time of application, provide attachments of project plans or drawings and dimensions of BMPs to supplement the list with more details and demonstrate that the planning of the project by the governmental unit is more advanced, the project's budgetary projections are more solid, and it is virtually ready to bid. To add rows onto the Construction Components table in the application form, click the plus sign at the bottom and right side of the table.

Enter the estimated **"Private Engineering Activities"** costs if applicable. Engineering services could include design, construction management and inspection/certification services.

Example:

A	B
Detailed List of Project Activities and Sub-activities Eligible for DNR Cost Sharing	Amount Eligible for DNR Cost-sharing ($)
Construction Components: Be detailed and descriptive.	**Enter $ below, as applicable**
Manure Storage facility	
Earthwork excavation – site prep.	
Concrete walls (dimensions)	
Concrete slab (dimensions)	
Transfer pump	
Transfer Pipe & installation (details?)	
Other details?	
Milking Center waste control systems	
Pump	
Pipe (ft.)	
Settling area & floor for leachate (sq. ft.)	
Milkhouse waste manhole	
Barnyard runoff control system	
Details?	
Diversions: cement work - area/volume	
Details?	
Access road and cattle crossing (materials and area dimensions)	
Grading	
Other details?	
Critical area stabilization	
Details?	
Fencing (materials; installation ft.)	
Seeding and mulch (area)	
Private Engineering Activities	Enter $, if applicable
1. Construction Subtotal	**Auto sums**
2. Local Force Account Activities (up to $10,715, or 0.05263* Row 1, whichever is less)	Enter $, if applicable

Row 1: The "Construction Subtotal" automatically sums the construction project components listed.

Row 2: If requesting Force Account (FA), enter the estimated "Local Force Accounts Activities" costs in row 2. May be up to 5% of the eligible Construction Subtotal or $10,715 (70% of $10,715 = $7500 = 5% of $150,000), whichever is less. See **Attachment D** for Governmental Unit activities that may be reimbursed under Force Account. FA may comprise 5% of the total project and BMPs would then make up 95% of the total.

Cost-Sharing:

Row 3: The "Construction-related Subtotal" row automatically sums rows 1 + 2 in Column B. Do not attempt to overwrite the 70% cost-share number unless you are going to request hardship. **Do not use this percentage to ask for less than the allowable state share. If you want to ask for less than the allowable state share in order to get extra points in Question 7, do this on line 7 below.** If claiming economic hardship, enter the applicable higher cost-share rate between 70% and 90%. Column D automatically calculates the eligible cost-share.

Row 4: Enter the "Property Acquisition" amount for all property acquisitions (fee title or easements) included in the proposed project in Column B. Column D automatically calculates the eligible cost-share of the fee title property acquisition expenses.

Row 5: The "Project Grand Totals" row automatically sums rows 3 and 4.

A	B Eligible Project Totals	C Cost-Share %	D Eligible Cost-Share
3. Construction-related Subtotal: [add Rows 1 through 2]	**Auto sums**	**70% or enter %**	**Auto calculates**
4. Property Acquisition: Fee Title & Easement	**Enter $**	**70%**	**Auto Calculates**
5. Project Grand Totals: [add Rows 4 and 5]	**Auto sums**		**Auto calculates**

Cap Test:

Row 6: Automatic calculation of the grant program maximum State Share: [row 5 Column D or $150,000, whichever is less].

6. Maximum State Share: [row 5, column D or $150,000, whichever is less]	$	**Auto calculates**

State and Local Share:

Row 7: Enter the amount of state funding sought in this application. This is the Requested State Share Amount. You may request a State Share equal to, or less than, the amount determined in row 6. If you choose to ask for less than the maximum State Share from row 6, the project will score additional points under question 7. For instance, if you requested less than $123,900 in the above example, the project would be eligible for points under question 7.

Row 8: The Local Share Amount row automatically calculates the difference between the Project Grand Total Cost in Row 5 Column B and the Requested State Share Amount in Row 7 (i.e., Row 5, column B. less row 7). This is the amount the landowner or governmental unit must provide.

7. Requested State-Share Amount (Requested Grant Amount)	$	**Enter $**
8. Local-Share Amount: [row 6, column B less row 8]	$	**Auto calculates**

Scoring

The score will be based on the level of detail provided in column A (Project Activity for Which DNR Funding is Requested) of the Financial Budget Table. The level of project activity detail included in column A of the Financial Budget Table will be awarded a maximum of 10 points and scored as follows:

- *Comprehensive project activities and subactivities are listed and detailed: 8-10 points;*
- *Only major project activity categories listed: 4-6 points;*
- *Poor project activity detail, such as one lump sum: 0 - 2 points.*

A.2. Use of Additional Funding **0 – 10 points total**

Based on completion of the Financial Budget Table, the project may receive additional points proportionate to the amount by which the applicant intends to lower the eligible state share requested.

Applicants are encouraged to coordinate and leverage funds from a variety of sources (federal, state, local, etc.) for their projects. To this end, additional points can be earned by requesting TRM funding that is lower than the maximum allowable.

Funds to meet the required Local Share included in the proposed grant application are not considered for additional points. If additional funding sources reduce the local share but do not decrease the state share, then the application will not receive extra points. Note that cost-sharing funds from the Department of Agriculture, Trade and Consumer Protection will be considered part of the State Share and not part of the local share.

The state share must be below the $150,000 cap **and** less than the maximum cost-share rate. The Local-Share percentage is not relevant here.

Scoring

Applicants must reduce the state share to a level below the maximum possible funding level to receive extra points. Scores will be assigned proportionately based upon the degree to which state funding is reduced below the eligible, maximum cost-share rate and the cap. For every percentage-point reduction in the maximum state cost-share rate, you will receive a half point, up to a maximum of ten points.

An example to illustrate this:

1. If the project costs were below the grant cap, the calculation would be: total eligible project costs = $100,000;@70% cost sharing yields a maximum of $70,000. If you asked instead for a lower amount, say $60,000, that would mean cost sharing of 60%, or a reduction of ten percentage points from the maximum – which would provide five points for this question.

B. Method Used to Calculate Cost Estimates **0 – 5 points total**

Check the box which describes how the cost estimates were derived and provide the supporting documentation (design, bid, etc.) attached to the application.

Project costs are based on completed design and competitive bid on the project. Construction components and costs above should be detailed. ***(5 points)***

Project costs are based on completed design with materials and labor costs based on similar, recently bid projects. Construction components above should be detailed. ***(4 pts.)***

Project design is not complete, however the proposed project and costs are based on similar and recent projects and costs. ***(3 pts.)***

Project design is not complete and the cost estimate is based on an average or a range of projects and costs. Provide as much construction detail above as possible. ***(2 pts.)***

Project and costs are less specific than choices above. ***(0 – 1 point)***

C. Timeline and Source of Staff (*Data for example only)* 0 - 5 points total

Applications which provide a well-defined project timeline demonstrate that the governmental unit has planned the project extensively. This indicates that the project is ready to proceed and that it will be successfully completed within the grant period. Refer to EXAMPLE 1. **Attachment D** contains policies for eligible engineering services funding.

EXAMPLE 1: For each applicable milestone listed below, fill in the appropriate data:

Milestone	Target Completion Date (month/year)	Source of Staff
Completion of design	4/12	County staff
Obtaining required permits	6/12	County staff
Landowner contacts	2/12	County staff
CSA signing	2/12	County staff
Bidding	3/12	County staff
DNR approvals	5/12	County staff
Contract signing	5/12	County staff & Contractor
BMP construction	6-7/12	Contractor
Site inspection and certification	8/12	County staff
Project evaluation	1/13	County staff
Other (specify)		

Scoring
Proposals which demonstrate a well-documented timeline and staffing plan will receive five points (See EXAMPLE 1). Those projects with an incomplete or inadequate timeline or failure to identify staff will receive fewer points.

D. Water Quality Needs 45 points maximum

This question deals with consistency of the project with DNR priorities and the water quality needs of the surface or ground water resource affected by the proposed project. Projects may address water quality needs associated with both rehabilitation and/or protection of surface water and ground water.

A project is considered “directly dealing” with a water body on the list if the location of the project is within the subwatershed (HUC 12) and upstream of the listed water body.

Information about surface water quality and pollutants of concern will be included in TMDL reports. Another source of information to answer this question is the Basin/Watershed Plans. Some of these reports are available on the DNR website at: http://dnr.wi.gov/water/basin/ or from the District NPS Coordinator.

For some border waters (along the Mississippi River or the Great Lakes), there are no Basin/Watershed Plans. For these situations, another governmental document, accepted by the District NPS Coordinator, can be used to classify the resource into one of the categories.

Identify the water quality need category that best describes what the project will address by checking the box on the application form. Only one category should be selected for a project.

Surface Water Considerations

1. Clean Water Act section 303(d) List of Impaired Waters

A project with water quality goals directly dealing with a water body (lake or stream) on the latest Clean Water Act (CWA) section 303(d) List of Impaired Waters, where the cause of the water quality impairment is nonpoint source pollution, and this project will reduce the type of nonpoint source pollutant for which the water is listed. Generally, these waters are identified as being in the “nonpoint source dominated” or “point source/nonpoint source blend” categories. See **Attachment A** and http://dnrmaps.wi.gov/sl/?Viewer=SWDV for assistance in identifying waters on the section 303(d) List.

Provide the name of the applicable impaired water and the pollutant causing the impairment.

2. Outstanding or Exceptional Resource Waters or Other Areas of Special Natural Resource Interest

A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of outstanding resource waters (ORW) (per s. NR 102.10) or exceptional resource waters (ERW)(per s. NR 102.12) or other areas of special natural resource interest (ASNRI).

Provide the name of the applicable ORW, ERW or ASNRI. To locate ORW/ERW, and other ASNRI waters, see http://dnr.wi.gov/topic/surfacewater/orwerw.html and http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=DesignatedWaters.

3. Waterbody Not Fully Supporting Designated Uses or in Watershed with High or Medium NPS Ranking

A project with water quality goals directly dealing with a water body (lake or stream) identified in a DNR Basin Plan or Watershed Plan update to a Basin Plan as not supporting designated uses due to nonpoint sources, but is not on the section 303(d) List. In newer plans, these waters are categorized as "supporting" (as opposed to "fully supporting") designated uses; in plans prior to 2010 they were labeled as "partially meeting" designated uses. Some of these reports are available on the DNR website at: http://dnr.wi.gov/water/basin/ or from the District NPS Coordinator.

For NPS ranking, the project is located in a watershed, or other area ranked high or medium on the NPS Rankings List, where the goals of the project are directly associated with the reason for the ranking on the NPS Rankings List. See SWDV and **Attachment A** for assistance in using the SWDV.

4. Surface Water Quality

A project with water quality goals directly dealing with prevention of surface water quality degradation due to nonpoint sources.

Bonus Points: Federal NPS Program (Clean Water Act Section 319) Funding Eligibility — 10 points

Some TMDL and Non-TMDL projects may access Section 319 funds. Projects that meet all of the following requirements may be eligible for the federal funds:

- The project addresses a nonpoint source impaired waterbody listed on the most current EPA-approved Section 303(d) list of impaired waters or a nonpoint source threatened unimpaired/high quality water.
- The project is located upstream of and in the same 12-digit hydrologic unit (sub-watershed) as the 303(d) listed water or the unimpaired/high quality water. (Refer to **Attachment A** and http://dnrmaps.wi.gov/SL/?Viewer=SWDV for assistance.)
- The project implements the goals and recommendations of an EPA-approved watershed-based "9 key element" plan.
- The project controls the same NPS pollutants which are impairing the 303(d) listed waterbody or threatening the unimpaired/high quality water.

Refer to **Attachment C** for a map and list of eligible plans. Link to map and plans at: http://dnr.wi.gov/water/9kemp/ .

Provide the documentation requested.

Groundwater Considerations

5. Exceeds Groundwater Enforcement Standard

A project with groundwater quality goals where representative information indicates there are levels for NPS contaminants that exceed groundwater enforcement standards. Representative information includes at least one sample per square mile, and of the samples taken, greater than 10% should exceed the enforcement standard (ES).

6. Exceeds Groundwater Preventive Action Limit

A project with groundwater quality goals where representative information indicates there are levels for NPS contaminants that exceed groundwater preventive action limits (PAL). Representative information includes at least one sample per square mile, and of the samples taken, greater than 10% exceed the preventive action limit.

7. Groundwater Quality

A project within a geological area defined in s. NR 151.015(18) as susceptible to groundwater contamination. See **Attachment F**.

Scoring

Points will be awarded for either surface water or groundwater considerations, as follows:

- *Category 1.: 35 points;*
- *Category 2.: 35 points;*
- *Category 3.: 25 points;*
- *Category 4.: 10 points;*
  - ***Bonus – 319 Eligible: 10 points;***
- *Category 5.: 35 points;*
- *Category 6.: 25 points;*
- *Category 7.: 10 points.*

E. Public Drinking Water Supply Bonus Points — 7 points max.

A project with water quality goals relating to reducing nonpoint source contaminants in community and non-community public drinking water supplies may earn up to seven bonus points. This information will be verified by the DNR District NPS Coordinator.

If the project's water quality goal is indicated by the applicant checking box E, F, or G in the main part of the question, then the project is considered to be a groundwater protection project. If this is the case, then the number of bonus points awarded is based on the type of water supply wells in the project area. Applicants should contact the DNR District to determine the type and location of wells affected. This information will be verified by the DNR District NPS Coordinator. The geographic location of the project will have to be provided to the DNR staff so they can make the determination based on maps which may not available to the public.

If the project's water quality goal is indicated by the applicant checking box A, B, C or D in the main part of the question, then the project is considered to be a surface water protection project. If this is the case, then the number of bonus points awarded is based on the specific surface water drainage area where the project is located. **Attachment E** contains a map that shows drainage areas for which bonus points can be awarded and the number of bonus points corresponding to each area.

Bonus points may only be awarded in one category (ground water or surface water).

Scoring

Groundwater protection projects. If the applicant checks box a (Municipal, Other-Than-Municipal (OTM) or Non-Transient water supply), then seven bonus points will be awarded. If the applicant checks box b (Transient water supply), then three bonus points will be awarded. If the applicant checks box c, then no bonus points will be awarded.

*Surface water protection projects. If the project will affect a surface water drinking water supply, then the bonus points will be awarded as defined in **Attachment E**.*

F. Nature of the Water Quality Impact — 15 points max.

This question looks at the impact of the pollution source on receiving waters and is worth up to 15 points.

Check the box adjacent to the statement that best applies to the situation which this project is addressing. If part 2 is checked "Yes," then supporting information must be provided. If the information is missing, then points will be awarded as though 1 or 3 was checked. To earn points for 2 (Site Specific Degradation), documentation (photos and/or data) must be submitted that shows a measurable or observable impact on the beneficial uses of the receiving water. This may have already been submitted in support of Part A. These are sites where the impacts are obvious and there is a clear cause and effect relationship between the pollution source and the water resource impact.

Scoring

Each statement 1-3 is worth the following number of points:

1. *5 points;*
2. *15 points;*
3. *5 points.*

G. Project Description — 40 points maximum

The project description should communicate the core elements of the project in a paragraph or two in each of the three topic areas, so the reviewer can immediately understand the fundamental nature of the of the problem, the project and expected improvements. Include nonpoint pollution sources this project will target and the effects the sources have on water quality; describe the proposed project and how much of the pollution problem(s) will be addressed, the standards and goals that will be addressed and how the project will function to improve water quality; and describe the environmental benefits, the pollution control and compliance that is expected with the completed project. If you want to provide additional supporting information, refer to it in the narrative, where relevant, and include it as an attachment at the end of the application form.

1. Pollution Source, Water Quality Problem & Severity — 0 - 15 points

This question looks at two factors: the severity of the pollution source and the impact of the pollution source on receiving waters.

The description of the severity of the pollution sources to be controlled by the project can be supplemented with photo-documentation and reference to data or reports. If using photos, refer to the photos in the narrative, label and describe photos, and explain the story the photo is telling. Photo documentation should be limited to: 1) source area, 2) conveyance, 3) point at which conveyed pollutants enter the resource. Quantitative data can include estimates of mass pollutant loading or other numeric indicators of relative significance. Monitoring samples taken of the discharge (not necessarily in-stream) may also be used. Other acceptable information would include description of state performance standards and prohibitions that the sites are failing to meet and the threat or degradation the sites pose based on delivery of pollutants. Information in TMDL reports, TMDL implementation plans and other documents can be used to justify targeting the proposed project sites. Points will be awarded based on the relative significance of the sources being addressed and the quality of information used to support your conclusion.

If this is a project to achieve compliance with one or more performance standards or prohibitions, express severity in relation to the standards. If this is a TMDL project, express severity in relation to the sources identified in the TMDL report. Applicants may include quantitative and qualitative information. Supplementing text with photos is encouraged (provided they are referred to in the text and attached (and labeled) to the application).

Describe the condition of the water resources, both surface waters and groundwater (e.g. physical, chemical, biological, bacteriological) in the project area.

Address the observable or measurable nonpoint pollution sources in the project area. Consider the following:

- soil erosion rates (T);
- tillage setbacks and streambank damage;
- phosphorus index;
- conformance of existing manure storage facilities;
- discharges of process wastewater to waters of the state;
- clean water diversions;
- conformance with a nutrient management plan; and
- manure management prohibitions, including:
    - overflows of manure storage facilities,
    - unconfined manure piles in water quality management areas (WQMAs),
    - direct runoff from feedlots or stored manure into waters of the state, and
    - livestock access to waters of the state.

Address the observable or measurable nonpoint pollution impacts on waters of the state in the project area. Consider the following:

- volume and frequency of discharges;
- locations of each of the sources relative to receiving waters (include sources and waters on aerial photo/map and refer to the figure page number in your narrative);
- direct and/or indirect conveyances of pollutants from sources to waters of the state, including slopes, vegetation, rainfall, and other factors affecting likelihood and frequency of discharges to waters of the state;
- evidence of discharges; and
- susceptibility of groundwater to contamination, if applicable.

Applications that score highest on this question will demonstrate a high level of need (either protection or rehabilitation) and knowledge of contributing factors affecting the resource that must be addressed. Conclusions based on quantitative data taken from the proposed project area, or quantitative data from a valid reference site, will score better than conclusions based on subjective, qualitative assessments. Photographs may be submitted to support the answers provided for this and the following questions; however they must be referred to in the narrative. (Use a Figure # in the narrative and label the photograph with the Figure #.)

Consider the following EXAMPLE language to incorporate into narratives describing the problem and water quality need. Also address observed, measured or reports of impacts to waters of the state (such as, fish kills – an extreme impact, waters not meeting designated uses, etc.).

Runoff from the buildings and adjacent feedlot of a property with ___ animal units drained into a ditch leading into _____Creek. Significant discharges were also traced to _name_ , a navigable water, via overland flow and to non-navigable surface waters.

There are signs (what are the signs?) of potentially significant discharges occurring during large rain events.

On a property with ____ animal units, discharge was traced leaving the barnyard, going through a culvert, traveling over an embankment and discharging into ____Creek about ___ feet from the edge of the barnyard The discharge off the lot was primarily via overland flow during spring or other wet times of the year. (Include travel distances, so we have an idea of the imminent threats. Include frequency and possibly duration of discharges, if applicable.)

The concrete feed lane drained directly into the _____ Creek, where communities of the state-listed endangered species _____ have been recorded within a mile of the discharge site.

A lot with ___ animal units in the _____ Watershed periodically (what periodicity, frequency, duration?) discharged offsite and flowed into the _____River. Discharge from the lot drained to a ditch and continued ____ feet to discharge into the river. The ____ acre earthen lot had no cover and was extremely susceptible to runoff from rain events.

Significant (define/describe significant) discharge coming from the lot with ____ animal units and a leaking parlor waste collection tank. Manure runoff was traced to a full settling basin which could cause significant discharge through overland flow during a large rain event.

A lot with ____ animal units was a primary contributor of groundwater contamination in private wells north of the farm. Though the farm had a nutrient management plan in place, they did not have a long term waste storage facility and needed to spread manure during the winter. (What is the problem with spreading manure during the winter at this site?)

2. Solution to Improve Water Quality (BMP project) 0 – 15 points

Explain the proposed project; how will the pollution source(s) be addressed, what BMP(s) will be installed to correct the problem described in 1 above. If the project is a manure storage facility, describe the proposed size and storage capacity in relation to manure and process wastewater generation, current and proposed animal units, and nutrient management needs.

Describe the standards and goals that will be addressed and how the project will function to improve water quality.

3. Extent of Pollution Control and Expected Environmental Benefits 0 – 10 points

Describe the environmental benefits this project is expected to achieve and the expected compliance with NR 151 performance standards and prohibitions.

With the proposed project, describe how much of the pollution problem(s) will be addressed.

Discuss the expected reduction in pollutant loading or pollution potential attributed to the project and the potential for achieving the desired water quality improvement in response to implementation of BMPs. Primary benefits to consider include such things as pollutant reduction, habitat improvement, improvements to beneficial uses (recreation, fish, aquatic life, or water supply), reducing threats to public health, etc. Secondary benefits may also be mentioned.

H. Cost-Effectiveness — 15 points maximum

This question requires that the applicant justify that the proposed project is a reasonable approach to achieve the environmental benefits being sought. Also see **Attachment D**.

Part 1 forms the core of your answer and is worth a total *of **10 points***. You must justify why the project is a reasonable approach to achieving the project benefits being sought. The answer should address BMP selection; materials; cost; effectiveness of proposed practice; site feasibility, available technical standards and practicality, etc. Provide supporting information and documentation in attachments, if needed.

In order to ensure proper utilization of state cost-share funds, DNR needs to verify projects meet certain criteria for cost effectiveness. Cost-share will be provided to BMP(s) sized to meet water quality standards (NR 151 agricultural performance standards and prohibitions) for current and insignificant growth in AUs (cost-share eligibility requirement). The applicant must provide supporting information or documentation for the size of the proposed BMPs (e.g., barn yards, roofs, feed storage pads, manure storage, heavy use area protection, etc.) in order to assure proper utilization of state cost-share funds to achieve water quality goals. For example, if this project includes a manure storage facility that exceeds six months of liquid manure storage capacity to meet current and insignificant growth AU needs, explain why additional storage is being proposed. If a landowner wishes to construct manure storage beyond what is needed to address their AUs, waste generation and nutrient management needs, that portion of the storage would be covered at the owner's expense. Reference the AUs, manure generation, NMP, availability of spreadable acres, months of storage, or attach the Waste Storage Facility Design – 313 Standard Form.

If a landowner wishes to construct a BMP beyond what is needed to meet water quality goals in addressing the current AUs or current plus insignificant growth in AUs, that portion of the construction beyond the eligible portion to meet water quality goals would be at the landowner's expense.

For example, if proposing manure storage facilities, it has generally been assumed that six months of liquid manure storage is a good starting point for sizing a manure storage facility in order to assure the operation has enough storage to address the winter months. However, in certain parts of the state, depending on the number of acres the landowner operates, additional storage may be necessary in order to properly apply manure and minimize risks to surface waters and groundwater. When evaluating the proposed size of manure storage for cost-effectiveness, information including the current and proposed animal units at the facility, volume of manure and process wastewater to be collected, and nutrient management planning should be reviewed to accurately determine the size and months of storage needed to properly address the farm's manure management issues. This information should be included in the application materials and narratives to support proposed storage volumes greater than six months. If a landowner wishes to construct manure storage beyond what is needed to address their animal units, waste generation and nutrient management needs, that portion of the storage would be covered at the owner's expense. For example, after reviewing the animal units, waste generation and nutrient management needs of a farm, the applicant determines the landowner needs 7 months of storage to properly manage the manure and process wastewater. The landowner wants to construct 12 months of storage to provide even greater flexibility for land application practices. The TRM grant can cover 70% of the manure storage costs for the proposed 7 month storage up to the $150,000 cap. All expenses to go from 7 months to 12 months of storage would be at the owner's expense.

Significant Expansions of Livestock Operations are Ineligible

Significant expansions of livestock operations are ineligible for cost-share funds through the TRM program. Calculate animal units according to the worksheet available at: http://dnr.wi.gov/topic/AgBusiness/documents/Form_3400-025A_WT.doc.)

- For operations with a base livestock population of less than 250 animal units, a significant expansion would be that portion of a proposed expansion where the livestock population size exceeds 300 animal units.
- For operations with a base livestock population greater than 250 animal units but less than that required to apply for a WPDES permit, a significant expansion would be that portion of the expansion that exceeds 20% of the base livestock population.
- If a proposed expansion causes the operation to exceed 1,000 animal units at any time, the entire project is ineligible for state cost-share funds and should apply for a WPDES permit in accordance with NR 243.
- For operations with a base livestock population greater than 1,000 animal units at any time, the operation is ineligible for state cost-share funds and should apply for a WPDES permit in accordance with NR 243.

If a landowner wishes to construct a BMP beyond what is needed to address current and insignificant growth in AUs, that portion of the construction beyond the eligible expansion would be at the landowner's expense.

Part 2. provides an opportunity to identify if any sort of alternatives evaluation was done and, if so, why the alternatives are not recommended. This section is worth up to ***5 points***.

I. Project Evaluation Strategy — 10 points total

1. Modeling and Measures of Change — 0 – 4 points

Grantees are required to prepare and submit a final project report with modeled pollutant loading reduction results in order to close out the grant and receive final payment. **Pre- and post-project photographs are also required with the final report.**

Evaluation is an important part of a nonpoint source control project. The project evaluation strategy will be based on comparing pre- and post-project changes in modeled pollutant loading to water resources. This question requires the applicant to submit a strategy for evaluating and tracking changes in pollution potential, pollutant loading, and receiving water response after implementation of the project.

The strategy must be designed to provide in the final project report the results of a comparison of the pre-and post-project changes in modeled pollutant loading to water resources using STEPL (EPA's Spreadsheet Tool for Estimating Pollutant Load at: http://it.tetratech-ffx.com/steplweb/) or other applicable model and report the quantity of units managed. Other project elements may be included for evaluation and reporting. Other recommended Measurement Methods include RUSLE-2 or wind erosion model, BARNY model, CREP formula or NRCS bank erosion formula, as applicable.

Note: For stream bank erosion projects, applicants may calculate the change in pollution loading by estimating the tons of soil loss based on the length, height, and lateral recession per year for the site as well as visual assessment of the severity of the erosion. Applicants with stream bank erosion projects may use the Natural Resource Conservation Service's formula, which can be found on the web at https://efotg.sc.egov.usda.gov/treemenuFS.aspx. Click on Wisconsin; click on any County. Enter "streambank erosion" in the Search box. Open the Erosion Prediction folder, then see the Erosion Calculator Excel file. See the "ReadMe" sheet and the Streambank sheet. Also refer to the Word documents under the Streambank and Shoreline Erosion folder titled "Bank Erosion Potential Index Evaluation" and "Streambank Erosion".

2. Water Quality Monitoring — 0 – 6 points

Although funding for monitoring under F. 2. is not available at this time, additional points may be earned by monitoring the effectiveness of this project's BMP(s) and/or the pre- and post-project condition of the surface or ground water resource. In order to earn these additional points, you must submit a summary of this project-specific supplemental monitoring strategy with this application. For projects that propose to do monitoring, a requirement will be included in the grant agreement stating so.

Scoring

F. 1 is worth up to 4 points for completeness of the evaluation strategy relative to the proposed project.

Under F.2, up to 6 points can be earned for projects that will monitor BMP effectiveness, such as through inlet/outlet monitoring (3 pts.), and/or the physical habitat, fisheries, biological, or chemical conditions of the nearest water resource (3 pts.). The project-specific monitoring strategy must be included to earn points in this part of the application.

Any proposal to do monitoring will be included as a requirement in the grant agreement. Funding is not available for monitoring at this time.
No points are awarded for F.2.d. since it is for DNR informational use only.

J. Evidence of Local Support That *Currently* Exists for the Proposed Project — 10 points maximum

Current commitment to this proposed project by the governmental unit, landowners, and/or partners makes it more likely that this project will be completed within the grant cycle.

Part 1. addresses regulatory situations where a Notice of Discharge (NOD) under NR 243, Notice of Intent (NOI) to Issue an NOD, or an NR 151 Notice has been issued or will be issued if necessary. If you answer "Yes" to part 1., check the box that describes the status of the regulatory situation. Then skip the rest of Question J and go on to Question K.

Part 2. measures the level of prior pollution control planning; the extent to which landowners have already been contacted about the project; and landowner willingness to become involved in the project.

Part 3. determines partners' commitments to provide resources (materials, equipment, staff, or financial resources) to the project. Letters from the project partner(s), indicating the resources they committed to support the project, are required for a score here.

Scoring
The maximum number of points that can be awarded for this question is ten.

*J. 1. If the box for J.1. is checked **and** the documentation is attached, the project earns 10 points for the question and scoring continues at K.*

If J.1. is not checked, J. 2, and 3. are scored and a maximum of 10 points is available.

J.2. A maximum of eight points may be awarded in the following combinations:

- *a. Five points, for detailed pollution control plans and landowner(s)/land operator(s) willing to sign cost-share agreement,*

or

- *b. Three points, if general pollution assessments have been conducted and affected landowner(s)/land operator(s) indicated a general interest to participate in the project.*

or

- *c. One point if the affected landowner(s)/land operator(s) were contacted, but the level of their participation has not been determined.*

In addition to the selection of one of the above situations in J.2:

- *d. Three additional points will be awarded if Part 2.d. is checked **and** letters of support are attached to the application.*

*J.3. A maximum of two points may be awarded if partners have committed resources (3. is checked) **and** the letters indicating the resources they committed are attached to the application.*

K. Consistency with Other Resource Management Plans — 1 point

Applicants following locally approved resource management plans are more likely to have a successfully implemented project. To earn points, projects must implement a water quality recommendation from a locally-approved resource management plan, other than a TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan. Other locally-approved plans could include, but are not limited to, Smart Growth plans, Green Tier Legacy Community plans, Water Star plans, local storm water management plans, wellhead protection, lake management, regional water quality plans, Remedial Action plans and other watershed-based nonpoint source control plans.

Provide the name and date of publication of the document. Attach pertinent pages to this application or note the page numbers here and provide a URL to the document. Summarize, in the space provided, which water quality recommendation in the approved resource management plan the proposed project will implement. This information must be provided to earn the point.

Scoring
One point will be awarded for existing, locally approved resource management plans (other than TMDL reports, TMDL implementation plans, or County Land & Water Resource Management Plans) that directly support the proposed project in this application. The information requested must be provided to earn the point.

Part III. Eligibility for Local Enforcement Multiplier

Completion of this part of the application is optional. However, an applicant can **increase** their final project **score** by qualifying for a project multiplier. The applicant agrees to use its local enforcement authority to require that the livestock facility or cropland practice being funded by this TRM grant come into compliance with the standard or prohibition in the event the farmer does not fix the problem for which funds are offered. The state performance standards and prohibitions are listed in these instructions in the table at Part I.

The multiplier varies with the comprehensiveness of the local authority to enforce the performance standards and prohibitions listed in Subchapter II of NR 151.

Scoring
Multiply the initial project score by a factor of 1.15 if the applicant has local authority to enforce all 13 state agricultural performance standards and prohibitions at all sites within the local jurisdiction where such state agricultural performance standards and prohibitions apply.

Multiply the initial project score by a factor of 1.10, if the applicant has local regulations that give local authority to enforce some, but not all, of the state agricultural performance standards and prohibitions at all sites within the local jurisdiction where such state agricultural performance standards apply; ***and*** *this project addresses an enforceable performance standard or prohibition.*

Multiply the initial project score by a factor of 1.05, if the applicant has local regulations that give local authority to partially enforce some of the state agricultural performance standards and prohibitions at some, but not all, of the sites within the local jurisdiction; ***and****, this project addresses an enforceable performance standard or prohibition on a site under local jurisdiction.*

No multiplier is earned in situations where the applicant has no local authority to enforce state agricultural performance standards and prohibitions within the local jurisdiction ***for this proposed project;*** *that is, the applying unit of government does not have ordinances to enforce state performance standards or prohibitions, or the local ordinance does not apply to the work proposed under the application or the local authority does not have jurisdiction over the site of the project proposed under this application.*

Optional Additional Information

There may be aspects of the project that do not fit neatly into the categories covered by this application, but will lead to a better understanding of the project by the grant application reviewers. Enter this information in the space provided.

Applicant Certification

A Government Official with Signatory Authority must sign and date the application form prior to submittal to the DNR.

The Government Official with Signatory Authority (who is authorized to sign contracts on behalf of the local unit of government) must sign as shown on the Governmental Responsibility Resolution (see **Attachment I**), and date the application form prior to submittal to the DNR. All four copies must be dated and include the Governmental Representative's signature and the matching Governmental Responsibility Resolution (see **Attachment I**). In addition, an electronic version of the application form and all attachments must be submitted on CD.

Attachment A: Geographic & Water Resources Information for Watersheds

You can look up the necessary geographic and water resources information on the DNR's website on the Surface Water Data Viewer (SWDV). The SWDV provides information about water resources; *i.e.*, watershed name, watershed code, impaired waters, areas of special natural resource interest (ASNRI), and NPS rankings. The following instructions will help you get the basic map layers set up so you can also find things, such as the township, range, section, or the name of your receiving water. If you need additional help, please contact your District NPS Coordinator listed at http://dnr.wi.gov/topic/nonpoint/NPScontacts.html .

Go to: http://dnrmaps.wi.gov/sl/?Viewer=SWDV.

1. Use either the Find Location tab followed by the Find Location tool, or the Zoom In tool to go to the project area.

2. Once in the project area, click on the Show Layers tool to select the:

   - ***Impaired Waters 303(d) layers***
   - ***Assessment Data for NPS ranking and Wisconsin Buffer Initiative Watersheds***
   - ***Designated Waters*** http://apwmad0d1600/SL/Viewer.html?Viewer=SWDV&runWorkflow=DesignatedWaters ***(also find O/ERW at the CWA Standards & Uses layer)***
   - ***Permits & Ordinances for completed navigability determinations (not all streams have been assessed)***
   - ***Wetlands & Soils for the Wetland Inventory and Wetland Indicators layers (use both)*** http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland
   - ***Water Resources for Watersheds***
   - ***Federal Hydrologic Units for Subwatersheds and Watersheds***
   - ***Map Indexes for USGS Quads***
   - ***Base Maps for cities, roads & waterway, air photos and topo maps***

3. Click boxes within the above layers to get to greater detailed information about the location. For example, in ***Assessment Data***, click the boxes for Nonpoint Source (NPS) Waterbody Rankings and Wisconsin Buffer Initiative Watersheds.

4. Use the Point Identify tool to get a list of information related to the site for each map layer open. Click on the Identify button and then on the map location you are interested in to view information about that point.

5. The results will appear on the left side. You can scroll to see all of the data or choose to print it. If you do not see the necessary information on the left of the screen, you probably need to zoom in more.

6. If you do not see Wisconsin Buffer Initiative Watersheds information, it is because you are not zoomed in or because your project is not located in a WBI watershed and consequently there is no information available. WBI watersheds are shaded and contain an alpha-numeric code, (*e. g*., 34-L). Areas outside WBI watersheds are white (not shaded) and carry no alpha-numeric code.

7. To find the associated latitude and longitude of a point, click on the map; to the far right on the tools bar the coordinates of the clicked location appear.

Attachment B: Land Acquisition-Fee Title or Easement

Disclaimer: This attachment contains a summary of the administrative rule requirements. Where discrepancies exist, the provisions of the rule will govern.

Property acquisition is eligible for funding within the context of TRM Projects. The following information should be reviewed before you submit your application. **Please note that you need to submit an acquisition proposal as defined below if you are requesting funds for Fee Title or Easement purchase with your grant application.**

Eligibility Requirements: Land may be purchased in fee title or easement through a TRM project to support structural urban BMPs, including detention basins, wet basins, infiltration basins and trenches, and wetland basins. Land may also be purchased in fee title or easement for land which is contributing or will contribute nonpoint source pollution. This includes property acquisition to support BMPs such as critical area stabilization, riparian buffers, wetland restoration and the abandonment or relocation of livestock and livestock facilities.

Ownership of Land in Fee Title or Easement: A governmental unit which is sponsoring a TRM project will hold title to the property and assume all the implied responsibilities in perpetuity (permanently), once the property or easement is purchased through a TRM grant.

Appraisal Requirements: All land properties must be valued in accordance with s. NR 153.25(6)(b) to be eligible for reimbursement. Appraisals are not required until after the grant has been awarded. All appraisals used for easement or fee title acquisition for a TRM project must be reviewed by the DNR, prior to any negotiations with the landowner. Contact the Regional NPS Coordinator to arrange for a review.

Please note: If you are applying for a grant to offset the cost of real estate purchased before January of the grant year and that purchase was based upon a valuation that does not comply with these requirements, then the property must be re-valued and the new appraisal must be approved by the DNR before the DNR will issue the reimbursement under the grant.

You may find additional information on the DNR's website at: http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf.

Cost-Share Rates

- Fee Title: Purchase of land will be funded at up to 50% of the appraised value.
- Easements: Urban easements purchased through a TRM project will be funded at up to 50% of the appraised value.

Eligible acquisition costs include the cost of appraisals, land surveys, relocation payments, title evidence, recording fees, historical and cultural assessments as required by the DNR and environmental inspections and assessments.

Grant timing: If you are applying for funds to purchase land (fee title purchase), you may apply for funds to cover a purchase to be made during the project period or to cover a purchase made prior to the project period. In either case, funding will only be granted in the event that funding for BMP construction is also granted. Funding will not be granted solely for the acquisition of easements or fee title purchase of property.

Acquisition Proposal Required: If you are requesting funds for land acquisition (fee title or easement), you must submit a land acquisition proposal with your application materials. The acquisition proposal must include the following information:

- Maps showing the proposed acquisition:
  - ✓ County map;
  - ✓ Site map utilizing the DNR's Surface Water Data Viewer at: http://dnrmaps.wisconsin.gov/imf/imf.jsp?site=SurfaceWaterViewer, showing Township, Range, Section, quarter-section, quarter-quarter section;
  - ✓ Project or land use planning map.
- The Minor Civil Division name, parcel number and ownership;
- The purpose of the land acquisition and how it will help meet project goals. Identify the best management practice that will be constructed on the property.
- General time frame for land acquisition:
  - ✓ Describe why you are reasonably sure that you will be offered an opportunity to acquire the property.

Next Steps: If the project is offered funding, you will receive guidance regarding the acquisition by governmental units of nonpoint source conservation easements and a land acquisition checklist for completing the real estate process, as

required. Request the publication titled “Land Acquisition Guidelines for Local Governments (January, 2007)” at: http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf.

If you have any questions about this section of the TRM grant application, or about the procedures for the purchase of easements or land through the TRM Grant Program, contact the Regional NPS Coordinator for your part of the state as listed **at http://dnr.wi.gov/topic/nonpoint/NPScontacts.html.**

Attachment C: Eligibility TRM Projects for Federal Section 319 Funding

The purpose of this attachment is to provide guidance for determining when a proposed TRM project is eligible for Federal Nonpoint Source ("Section 319") funding. *Note: Agricultural and urban point sources under the Wisconsin Pollutant Discharge Elimination System are ineligible for this federal funding.*

The table below lists the watersheds in the state that are eligible for Federal Nonpoint Source (Section 319) funding. The U.S. EPA has agreed that Priority Watershed Plans prepared and approved under Chapter NR 120, Wis. Adm. Code, meet the planning eligibility criteria. Geographic areas covered by these plans are eligible for a period of 10 years past the project end date. Federal funds may only be used within these watersheds for installation of best management practices that reduce the load of eligible pollutants to waters listed on the State's Impaired Waters List. The best management practice installation must be completed before the deadline shown in the last column.

The map below depicts the areas which have EPA-approved nine key element plans. Consult: http://dnr.wi.gov/water/9kemp/ for the most current information. If plans expire before the start of the project, the project will not be eligible for 319 funding.

Table: Nine Key Element Watershed Plan Areas - December 2014

Active Priority Watershed/Lake Plan Areas

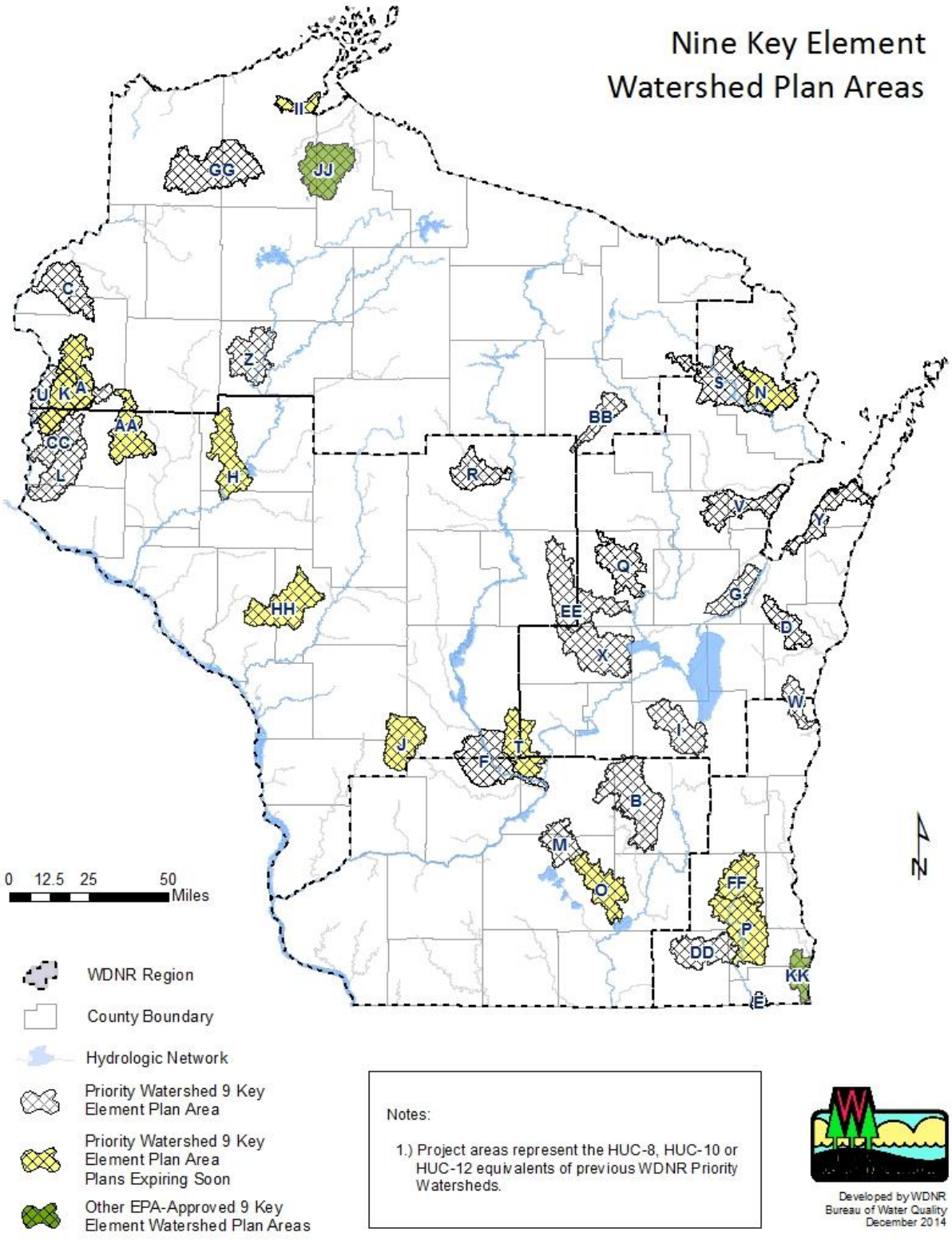
Red/bold highlight = Plans expiring soon!

Map Code	River/Lake Watershed Name	Watershed Code	Hydrologic Unit Code (HUC)	Plan Expiration Date
A	**Balsam Branch**	**SC05**	**0703000508**	**2016**
B	Beaver Dam River	UR03	0709000109	2019
C	Big Wood Lake	SC11	0703000501	2019
D	Branch River	MA03	0403010105	2017
E	Camp & Center Lakes	part of FX02	071200061005	2017
F	Dell Creek	LW26	0707000319	2019
G	Duck/Apple/Ashwaubenon Creeks	LF02	0403020404 0403020401	2019
H	**Duncan Creek**	**LC18**	**0705000504**	**2015**
I	Fond du Lac River	UF03	0403020301 0403020302	2019
J	**Hillsboro**	**part of LW24**	**070700040104 070700040105**	**2015**
K	Horse Creek	part of SC04	070300050804	2019
L	Kinnickinnic River (St. Croix Basin)	SC01	0703000511	2019
M	Lake Mendota	LR09	0709000205	2018
N	**Lake Noquebay**	**GB09**	**0403010503**	**2016**
O	**Lake Ripley**	**part of LR11**	**070900020404**	**2016**
P	**Little Muskego, Big Muskego, Wind Lakes**	**FX04**	**0712000603**	**2015**
Q	Lower Little Wolf River	WR06	0403020217	2018
R	Lower Rib River	CW23	0707000210	2019
S	Middle Peshtigo/Thunder Rivers	GB10	0403010504	2019
T	**Neenah Creek**	**UF14**	**0403020102**	**2015**
U	Osceola Creek	part of SC08	070300050902	2017
V	Pensaukee River	GB02	0403010301	2018

W	Pigeon River	SH06	0403010108	2019
X	Pine & Willow Rivers	WR02	0403020220	2019
Y	Red River/Sturgeon Bay	TK07	0403010204	2017
Z	Soft Maple/Hay Creeks	UC17	0705000107	2017
AA	**South Fork Hay River**	**LC06**	**0705000705**	**2015**
BB	Springbrook Creek	CW21	0707000211	2018
CC	St. Croix County Lakes Cluster	parts of SC01, SC02, SC08	070300050808, 070300050908, 070300051008, 070300051002	2018
DD	Sugar/Honey Creeks	FX05	0712000604 0712000605	2018
EE	Tomorrow/Waupaca River	WR05	0403020218	2017
FF	**Upper Fox River (IL)**	**FX07**	**0712000601**	**2015**
GG	Upper St. Croix/Eau Claire Rivers	SC18	0703000101	2018
HH	**Upper Trempealeau River**	**BT05**	**0704000502**	**2016**
II	**Whittlesey Creek**	**part of LS07**	**010403011008**	**2016**

Other Active 9 Key Element Watershed Plan Areas

Map Code	River/Lake Watershed Name	Watershed Code	Hydrologic Unit Code (HUC)	Plan Expiration Date
JJ	Marengo River	LS12	0401030204	2023
KK	Pike River	SE01 & SE02	0404000204	2038
	Plum & Kankapot Creeks	LF03	0403020402	approved
	Root River	SE03	0404000202 0404000203	approval pending
	St. Croix River Basin	SC01-SC22	07030001	approval pending


Nine Key Element
Watershed Plan Areas
II
GG
JJ
C
Z
U
K
A
AA
CC
L
H
BB
R
S
N
V
Y
Q
G
D
HH
EE
X
W
I
J
F
T
B
M
O
FF
P
DD
KK
E
0 12.5 25 50
Miles
N
WDNR Region
County Boundary
Hydrologic Network
Priority Watershed 9 Key Element Plan Area
Priority Watershed 9 Key Element Plan Area Plans Expiring Soon
Other EPA-Approved 9 Key Element Watershed Plan Areas
Notes:
1.) Project areas represent the HUC-8, HUC-10 or HUC-12 equivalents of previous WDNR Priority Watersheds.
Developed by WDNR
Bureau of Water Quality
December 2014

U.S. EPA Nonpoint Source Program - Nine Key Elements for Watershed-Based Plans

1. An identification of the **causes and sources** or groups of similar sources that will need to be controlled to achieve the load reductions estimated in the watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (2) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).

2. An estimate of the **load reductions expected for the management measures** described under paragraph (3) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (1) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).

3. A description of the **NPS management measures** that will need to be implemented to achieve the load reductions estimated under paragraph (2) above (as well as to achieve other watershed goals identified in the watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement the plan.

4. An estimate of the amounts of **technical and financial assistance** needed, associated costs, and/or the sources and **authorities** that will be relied upon, to implement the plan.

5. An **information/education** component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.

6. A **schedule** for implementing the NPS management measures identified in the plan that is reasonably expeditious.

7. A description of interim, **measurable milestones** for determining whether NPS management measures or other control actions are being implemented.

8. A set of **criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards** and, if not, the criteria for determining whether the plan needs to be revised or, if a NPS TMDL has been established, whether the NPS TMDL needs to be revised.

9. A **monitoring** component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (8) immediately above.

Attachment D: Additional Best Management Practice Information

Disclaimer: This attachment contains a summary of the administrative rule requirements. Where discrepancies exist, the provisions of the rule will govern.

Agricultural Cropping BMPs Not Eligible For Small-Scale TRM Grants
The following BMPs are not eligible for cost sharing under the TRM grant program because of current funding limitations:

- Contour farming;
- Cover and green manure crop;
- Nutrient management;
- Pesticide management;
- Residue management;
- Strip cropping.

Reimbursement of Engineering Services Performed by Governmental Unit Staff (Force Account)
Engineering services provided by governmental unit staff -- such as project planning, design, construction, construction-related activities, inspection, repair, or improvement to a BMP -- required for the installation of agricultural or urban BMPs are eligible for cost sharing under TRM grants. These services, however, may only be cost shared following practice installation. (Services that do not result in the installation of a cost-shared BMP are not eligible for reimbursement). Subject to the limitations and restrictions below, the cost-share rate for these services is 70%, and funds provided for these activities count toward the $150,000 project cap. Because these activities are funded by tax-exempt state bonds, additional conditions govern reimbursement for force account work.

[Note: Technical services performed by a private contractor are eligible for cost sharing and are not subject to these restrictions.]

The following provisions apply when determining the eligibility of governmental unit employee hours for cost sharing:

- **Provision of Services by Governmental Unit Staff on <u>Private</u> Land:**
  1) Engineering services by the governmental unit must lead to the direct installation or implementation of a BMP listed on a signed cost-share agreement or a Runoff Management grant. The services can only be reimbursed once the BMP is installed and certified as constructed according to engineering specifications.
  2) The governmental unit must have a written contract with the landowner or operator for the provision of engineering services. This written agreement must indicate services to be provided, a deadline for the product, and the cost of those services. Both parties must sign. The written agreement must be separate from the cost-share agreement, but reference the cost-share agreement by number.
  3) The governmental unit and technician must have local authority to perform the work.
  4) The governmental unit must comply with cost-containment procedures to assure that the design costs charged by the local government are reasonable and competitive. In some cases, this may mean that the governmental unit must submit a bid to the landowner.
  5) DNR reimbursement may not exceed 70% of actual total design and construction costs paid by the landowner (unless the CSA establishes hardship cost-sharing). Force account costs will be limited to the actual number of hours documented as spent on the cost-shared practice times the hourly rate (salary plus applicable benefits) of the technician directly working on the project.
  6) If the governmental unit is a county, and the county is also receiving funds from Wis. Dept. of Agriculture, Trade and Consumer Protection (DATCP) under s. 92.14, Wis. Stats., and ch. ATCP 50, the county must demonstrate through staff time reimbursement requests submitted to DATCP that the same staff time is not being repaid by both the DNR and the DATCP.
  7) As part of its reimbursement request, the governmental unit will also submit to the DNR the *Force Account Certification* request. This documentation will be provided with the final reimbursement request for that practice.
  8) The DNR reimbursement must be structured so that the amount calculated for engineering services does not exceed five percent (%) of the total state reimbursement for that practice.

- **Provision of Services by Governmental Unit Staff on Public Land:**
  All of the provisions listed above will apply with one modification. A TRM Grant Agreement between the DNR and the governmental unit will take the place of a cost-share agreement. Additional provisions of s. NR 153.27(4), Force Account Work, also apply.

State & Local Permit Fees
State and local permit fees are not reimbursable as part of the BMP construction cost.

Projects Requiring Permits Under Chapters 30 and 31, Wis. Stats.

Projects Requiring Chapter 30 or Chapter 31 Permits. There are projects that will require a Chapter 30 permit, or a Chapter 31 permit or plan review, from the DNR. These include projects that may result in grading along a navigable water, that may result in drainage to a non-navigable wetland or that may require construction of a dam. Although you may submit your application for these types of projects prior to obtaining your permit, DNR reserves the right to deny consideration or funding if it believes the permitting process might significantly delay your project beyond the allowable project period. If this is the case, DNR will request that you re-submit your application during a subsequent application cycle.

In order to avoid unanticipated problems during the grant award process, it is suggested that you contact the water management specialist for your area to discuss whether serious delays are likely to occur during the permitting or plan review process and whether changes to the project might make the process easier.

Information about permits and plan review requirements under chs. 30 and 31, Wis. Stats., can be found on the DNR's web site at: http://dnr.wi.gov/topic/Waterways/ .

The contacts for regional water management specialists are on the DNR web site at: http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html .

Water management contact names are also available from the Regional NPS Coordinators at: **http://dnr.wi.gov/topic/nonpoint/NPScontacts.html**.

Sizing BMPs for TRM Grants

In order to ensure proper utilization of state cost-share funds, DNR needs to verify projects meet certain criteria for cost effectiveness.

Proposing manure storage facilities
It has generally been assumed that six months of liquid manure storage is a good starting point for sizing a manure storage facility in order to assure the operation has enough storage to address the winter months. However, in certain parts of the state, depending on the number of acres the landowner operates, additional storage may be necessary in order to properly apply manure and minimize risks to surface waters and groundwater. When evaluating the proposed size of manure storage for cost-effectiveness, information including the current and proposed animal units at the facility, volume of manure and process wastewater to be collected, and nutrient management planning should be reviewed to accurately determine the size and months of storage needed to properly address the farm's manure management issues. This information should be included in the application materials and narratives to support proposed storage volumes greater than six months. If a landowner wishes to construct manure storage beyond what is needed to address their animal units, waste generation and nutrient management needs, that portion of the storage would be covered at the owner's expense. For example, after reviewing the animal units, waste generation and nutrient management needs of a farm, the applicant determines the landowner needs 7 months of storage to properly manage the manure and process wastewater. The landowner wants to construct 12 months of storage to provide even greater flexibility for land application practices. The TRM grant can cover 70% of the manure storage costs for the proposed 7 month storage up to the $150,000 cap. All expenses to go from 7 months to 12 months of storage would be at the owner's expense.

Significant Expansions of Livestock Operations and TRM Grants

Significant expansions of livestock operations are ineligible for cost-share funds through the TRM program. Calculate animal units according to the worksheet available at: http://dnr.wi.gov/topic/AgBusiness/documents/Form_3400-025A_WT.doc.)

- For operations with a base livestock population of less than 250 animal units, a significant expansion would be that portion of a proposed expansion where the livestock population size exceeds 300 animal units.
- For operations with a base livestock population greater than 250 animal units but less than that required to apply for a WPDES permit, a significant expansion would be that portion of the expansion that exceeds 20% of the base livestock population.
- If a proposed expansion causes the operation to exceed 1,000 animal units at any time, the entire project is ineligible for state cost-share funds and should apply for a WPDES permit in accordance with NR 243.
- For operations with a base livestock population greater than 1,000 animal units at any time, the operation is ineligible for state cost-share funds and should apply for a WPDES permit in accordance with NR 243.

If a landowner wishes to construct a BMP beyond what is needed to address current and insignificant growth in AUs, that portion of the construction beyond the eligible expansion would be at the landowner's expense.

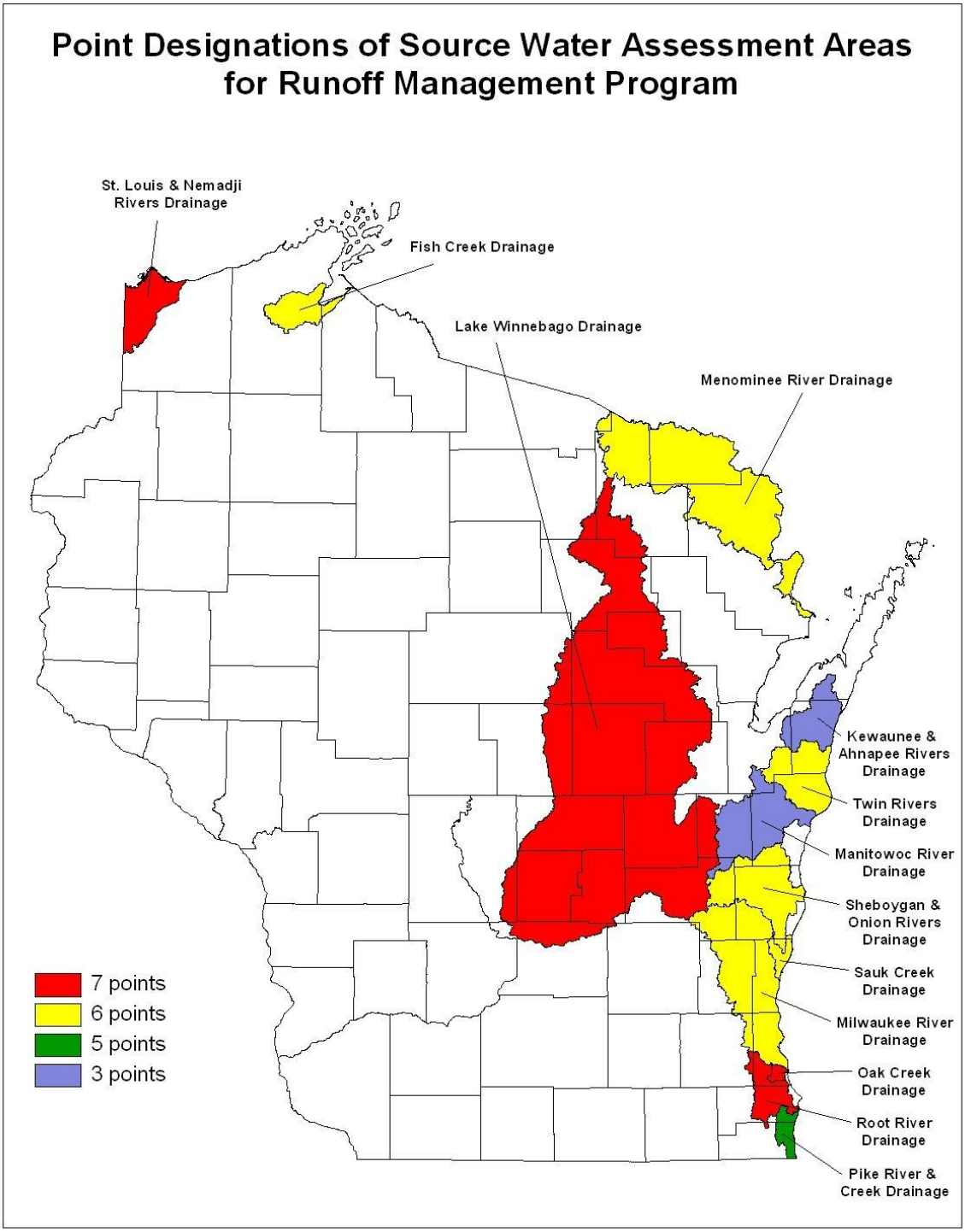
WPDES Permits and TRM Grants

All WPDES activities are ineligible. Livestock operations that exceed 1,000 animal units at any time are required to obtain a WPDES permit under NR 243. These operations are ineligible for state cost-share funds.

Livestock operations with less than 1,000 animals units that have been issued a WPDES permit are ineligible for state cost-share funds.

Livestock operations that have or will have within 12 months at least 1,000 animal units are required to apply for a WPDES permit and are ineligible for state cost-share funds. If an operation receives funds and then expands within this 12 month time frame, the operation is required to repay all state cost-share funds received for the project.

Attachment E: Public Drinking Water Supply Bonus Points



Attachment F: Groundwater Susceptibility

Groundwater protection projects are those that reduce pollution to groundwater coming from storm water runoff. This includes projects designed to attenuate storm water flows into karst features or to reduce or eliminate storm water infiltration in areas with a high public health risk or in areas that contain inadequate soil profiles to properly attenuate pollutants.

According to s. NR 151.015(18), an agricultural "site that is susceptible to groundwater contamination" under s. 281.16(1)(g), Wis. Stats., means any one of the following:

a) An area within 250 feet of a private well;
b) An area within 1,000 feet of a municipal well;
c) An area within 300 feet upslope or 100 feet downslope of karst features;
d) A channel with a cross-sectional area equal to or greater than three square feet that flows to a karst feature;
e) An area where the soil depth to groundwater or bedrock is less than two feet;
f) An area where the soil does not exhibit one of the following soil characteristics:

    1. At least a two-foot soil layer with 40% fines or greater above groundwater and bedrock;
    2. At least a three-foot soil layer with 20% fines or greater above groundwater and bedrock;
    3. At least a five-foot soil layer with 10% fines, or greater above groundwater and bedrock.

Urban areas the DNR has identified where storm water infiltration poses an environmental threat to groundwater are listed in s. NR 151.12(5)(c)5. These include:

a) Direct runoff to karst features;
b) Storm water infiltration of runoff from tier 1 and tier 2 industrial facilities;
c) Storm water infiltration of runoff from runoff from fueling and vehicle maintenance areas;
d) Storm water infiltration in areas within 1,000 feet up-gradient of karst features or within 100 feet down-gradient from karst features;
e) Storm water infiltration of general urban runoff into soils less than three feet deep to bedrock or seasonally high groundwater;
f) Storm water infiltration of runoff from industrial, commercial and institutional parking lots and roads, and from residential arterial roads, into soils less than five feet deep over seasonally high ground water or bedrock;
g) Storm water infiltration in areas within 100 feet of a private well or within 400 feet of a community well;
h) Storm water Infiltration through soils that are laden with contaminants of concern as defined in s. NR 720.03(2);
i) Storm water infiltration into soil that does not meet the following criteria:

    1. At least three feet in depth with 20% fines or greater;
    2. At least five feet in depth with 10% fines or greater.

Karst feature: an area or surficial geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps or swallets, rain, snow, ice melt or similar water that moves on the land surface via sheet or channelized flow.

Sinkhole: a topographic depression (unless filled) in which bedrock is dissolved or collapsed. Sinkholes may be open, covered, buried, or partially filled with soil, field stones, vegetation, weathered bedrock, water or other miscellaneous debris. Sinkholes are usually circular, funnel-shaped or elongated. Sinkhole dimensions vary by region. Wisconsin sinkholes generally range between 20 to 30 feet in diameter and four to ten feet deep, although some can be wider and/or deeper.

Enlarged Fracture: a solution-enlarged or -widened bedrock fracture that usually narrows with depth.

Pavement: extensive bare areas of exposed bedrock surfaces with many enlarged fractures or sinkhole features.

Fracture Trace: a linear feature, including stream segment, vegetative trend and soil tonal alignment.

Spring/Seep: an intermittent or permanent seepage of water from ground surface or bedrock outcrop or karst area.

Cave: a natural cavity, large enough to be entered, which is connected to subsurface passages in bedrock.

Swallet: a place where surface or stormwater drainage disappears underground.

Karst Fen: a marsh formed by plants overgrowing a karst lake or seepage area.

Mine Feature: a man-made shaft, tunnel, cave, hole, or other feature created for mining purposes.

Attachment G: Environmental Hazards Assessment

The DNR Bureau of Remediation and Redevelopment (R&R) maintains an on-line registry of known contaminated sites in Wisconsin. Some of these sites have been cleaned-up and considered "closed". Others are still open. Additional information about each of these sites can be found by accessing the registry. See http://dnr.wi.gov/topic/Brownfields/rrsm.html and http://dnrmaps.wi.gov/imf/imf.jsp?site=brrts2 .

If your application shows that contamination is present or likely on the property or on an adjacent property there may be delays in the issuance of your grant. If your project activities include land acquisition, be aware that contaminated properties may require more time and effort to purchase than other properties. DNR will review the information you submitted with this application to determine if there are significant concerns with issuing the grant. If there are, DNR reserves the right to require additional monitoring, place additional conditions in the grant award or withhold the award all together.

You should be aware of the lands of special concern (see sidebar box).The DNR is part of a multi-agency, statewide effort to encourage the clean up of contaminated properties – also called "brownfields" – through design and support, financial incentives, liability protections, and other tools for local governments and others. The DNR has Remediation & Redevelopment (R&R) staff in every district office who can discuss these topics as they relate to your project. Your DNR grant specialist can put you in touch with the proper DNR R&R staff.

LANDS OF SPECIAL CONCERN

While no property should be assumed to be free of contamination, certain types of property are more likely to be contaminated than others. A Phase I Environmental Assessment should always be ordered for the following:

- Any site previously developed and now vacant;
- Any current or previous industrial or commercial site;
- Any site used for storage or warehousing of commercial or industrial materials;
- Any site where the following are visible: dumps, debris piles, discarded storage drums, monitoring wells, areas previously burned;
- Orchards;
- Railroads and railroad spurs;
- Suspected former landfills;
- Areas without vegetation;
- Areas with a history or likelihood of underground storage tanks;
- Any site adjacent to any of the above.

Attachment H: Inter-Governmental (Inter-Municipal) Agreement Template

INTERGOVERNMENTAL AGREEMENT REQUIREMENTS FOR JOINT PROJECTS

Background: Chapters NR 153 and 155, Wis. Adm. Code, allow local units of government to jointly apply for grant funding through the DNR's Runoff Management Section's Targeted Runoff Management (TRM) and Urban Nonpoint Source Pollution & Storm Water Management Grant Programs. A joint application will not be considered unless the application includes a **draft** cooperative agreement amongst the participating local units of government. The purpose of the cooperative agreement is to clearly identify authorities, roles and responsibilities of each member for important things such as: entering into the grant agreement with DNR; fulfilling obligations under the grant for product development and product delivery; financial processing, including provision of local share requirements; record keeping; and reporting.

If the project is selected for funding, the draft agreement must be finalized, signed, dated, by an authorized representative of each participating governmental unit, and submitted to the DNR, before DNR will issue the grant award. If there is no end date to the agreement, then only a starting date needs to be mentioned. If there is an end date, the end date cannot conclude before the end of the grant agreement. Be sure that the printed name, signature, and title of representatives authorized under s. 66.0301, Wis. Stats., are included. Also show the date on which each signature was affixed. All signatures and dates must be on the same page to ensure a legally binding agreement. You do **not** have a legally valid cooperative agreement if only one (1) party's authorized representative has signed the document.

REQUIRED CONTENT OF A COOPERATIVE AGREEMENT

At a minimum, the agreement must address the elements listed below. Your city, town, village, or county may require you to include other provisions or terms in your cooperative agreement.

1. Agreement Title
2. Agreement Purpose *(Must include reference to the project name and grant application).*
3. Names of Participating Local Units of Government (LUG)
4. Assignment of the Following Responsibilities *(This list may be expanded as appropriate)*:
    a. Sign the Runoff Management Grant Agreement with DNR *(Only one LUG may be selected to enter into the grant agreement with DNR);*
    b. Establish the grant account *(Only one LUG may be selected to establish the grant account to which DNR will issue reimbursements);*
    c. Negotiate, sign, and oversee any professional services contracts;
    d. Local development, approval and submittal to DNR of grant products, and final report;
    e. Manage grant account including invoices, payments, and reimbursements. (*Must include responsibility for local share contribution by each partner, generation of funds for paying bills, bill payment procedures, procedures for submitting DNR reimbursement requests and for handling DNR reimbursement);*
    f. Project records retention as required by sec. NR 153.29, Wis. Adm. Code.

Attachment I: Governmental Responsibility Resolution

SAMPLE
GOVERNMENTAL RESPONSIBILITY RESOLUTION
FOR RUNOFF MANAGEMENT GRANTS

WHEREAS, _____ is interested in acquiring a
(governmental unit applicant)
Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED, that _____
(applicant)

HEREBY AUTHORIZES _____, _____ to act on
(position title) *(department)*

behalf of _____ to:
(applicant)

Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
Enter into cost-share agreements with landowner/operator to install best management practices;
Make cost-share payment to landowner/operator after payment is requested, evidence of contractor payment by landowner/operator has been received, and grantee has verified proper BMP installation;
Sign and submit reimbursement claims along with necessary supporting documentation;
Sign and submit interim and final reports and other documentation as required by the grant agreement;
Sign and submit an Environment Hazards Assessment Form, if required; and
Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ shall comply with all state
(applicant)
and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Adopted this _____ day of _____, 20_____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on ___ day of _____, 20_____.

Authorized Signature: _____ **Title:** _____
(Signature of the governmental unit's executive officer, for example, Village President, City Mayor, County Board Chair, etc.)

IMPORTANT NOTE: *The DNR expects the individual in the position authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling the requirements of the grant agreement , carrying out acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting final report, grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance).*